

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION  
10-202**



**7 JUNE 2011**

**Operations**

**PROGRAM ELEMENT CODE (PEC) 55166  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It establishes responsibilities and procedures for managing the Program Element Code (PEC) 55166 program. It applies to 944th Civil Engineer Squadron Explosive Ordinance Disposal (EOD) (944 CES/CED), 944 CES Emergency Management (EM) personnel, 944th Logistic Readiness Squadron Materiel Management (944 LRS/LGRM) and 944 LRS Readiness (944 LRS/LGRR). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through unit publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Revision changes Full Spectrum Threat Response (FSTR) to Emergency Management (EM) and Chemical Biological Radiological Nuclear High Yield Explosive (CBRNE) to Chemical Biological Radiological Nuclear (CBRN) throughout publication.

**1. General Information.** Headquarters Air Force Reserve Command (HQ AFRC) provides funding for the purchase of CBRN equipment and supplies. These funds are administered under PEC 55166, and are managed by the 944 CES Emergency Management (944 CES/CEX) flight.

The 944 CBRN working group determines what equipment or supplies are needed and this information is submitted to HQ AFRC/CEXR. Based on those requirements, funds are then flowed to the unit for purchase of items.

**2. CBRN Working Group.** The working group is the key to the success of the program. This group is made up, as a minimum, of the 944 LRS/LGRM Air Reserve Technician (ART), and the EM ART. Other members may include representatives from EOD and 944 LRS/LGRR. CBRN working group will meet at least twice per year, in November to establish the annual budget requirements and then again in July. The EM ART will schedule the meetings, establish the agenda (Attachment 2), and distribute the meeting minutes. **Note:** Ensure everyone attending sign-in for minute's distribution.

2.1. Group Mandate. The prime function of the group is to determine CBRN equipment and supply needs to meet mobility and training requirements. Prior to meeting, the group members will review their needs and be ready to present those needs and associated costs at the meeting. Once a consensus on needs is achieved, the listing will be prioritized and given to the 944 FW Finance (944 FW/FM) for review. After review, the listing will be given to the EM ART, who will transfer the requirements to the AFRC spreadsheet and forward it to HQ AFRC/CEXR for review and approval. Copies of the spreadsheet will be forwarded to EM ART and LRS/LGRM so they can forward copies to their counterparts at 10th Air Force (10 AF) and AFRC. 944 FW/FM adds the CBRN/PEC 55166 requirements to the wing's annual Financial Plan and Operations and Maintenance Unfunded Request listing and forwards to 10 AF and AFRC Finance (AFRC/FM), as requested.

**3. Ordering Steps.** When AFRC grants funding authority, the approved purchase listing will be returned to the EM ART and the ordering process can begin. Funds may not be present at the time of approval; however, funds must be loaded and available before documents are processed. The two key areas, LRS Materiel Management and EM may begin procuring the items via the appropriate method.

3.1. Supply Account:

3.1.1. AF Form 2005, *Issue/Turn-In Request*.

3.1.2. CAM/SBSS Interface.

3.2. Local Purchase:

3.2.1. AF Form 9, *Request for Purchase*.

3.2.2. Government Purchase Card (GPC).

3.3. Items below the \$2,500 threshold and approved for purchase using the GPC will be requested using a 944 FW Form 5, *Government-Wide Purchase Card Request and Checklist*, submitted to the authorized GPC cardholder for PEC 55166 program.

JOSE R. MONTEAGUDO, COL, USAFR  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 10-2, *Readiness*, 30 October 2006

***Adopted Forms***

944 FW Form 5, *Government-Wide Purchase Card Request and Checklist*

AF Form 9, *Request for Purchase*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2005, *Issue/Turn-In Request*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ART**—Air Reserve Technician

**CBRN**—Chemical Biological Radiological Nuclear

**CBRNE**—Chemical Biological Radiological Nuclear High Yield Explosive

**EM**—Emergency Management

**EOD**—Explosive Ordnance Disposal

**FSTR**—Full Spectrum Threat Response

**HQ**—Headquarters

**OPR**—Office of Primary Responsibility

**PEC**—Program Element Code

**RDS**—Records Disposition Schedule

**Attachment 2****SAMPLE AGENDA**

Subject: 944 FW CBRN Working Group Meeting

Date/Time: 27 June 2003/0800

Location: Bldg 999, Conference Room

Agenda:

1. Introductions
2. Purpose of CBRN Working Group
3. Address Previous Taskings
4. Determine mobility shortages for ground crew and aircrew (non-training)
5. 944 FW Priority list format
6. Determine/assign tasks
7. Questions/concerns, around the room
8. Next meeting date/time
9. Conclusion